



The MPA program is designed for employees dedicated to public service. The Suffolk University/Commonwealth of Massachusetts Fellowship provides the means for high performing employees to pursue a well-organized program of study to enhance the management and public policy skills that are so necessary within Massachusetts State Government. Agency Heads and Human Resources Directors are asked to identify eligible staff in their agency and to notify them of this Fellowship opportunity.

In addition to full tuition, the fellowship recipient will receive 100% salary while attending the MPA program and will maintain his or her job on a half-time basis, arranging a work schedule of 18.75 hours within their agency's normal hours of operation. Depending on available funding, Suffolk University may be able to provide other applicants with some financial aid. The fellowship is for the period September 2013 to December 2014. The fellowship recipient is expected to resume a full-time work schedule over the summer and during semester breaks.

The fellowship recipient is personally responsible for the cost of books and fees at approximately \$1,500.00 per year. In addition, the fellowship recipient is personally responsible for any travel expenses and fees associated with travel courses

CRITERIA FOR SELECTION

An applicant for the fellowship must:

- Earned a Bachelor's Degree;
- **Upon application**, occupy a full time Executive Branch position in an active status, be paid from the AA subsidiary, be classified in a management or professional position or be a Massachusetts State Police Department employee classified as Sergeant or above, and be recommended by the supervisor, appointing authority, and cabinet secretary or division director;
- Be newly admitted to the Suffolk University MPA program or be currently enrolled, having completed eight or fewer courses as of May 24, 2013. For the latter, a Suffolk University transcript must be submitted with the Fellowship Application.
- Possess at least four years of professional work experience as of September 1, 2012 in federal, state, municipal or county government in a professional position including time spent as a consultant or volunteer working for a public or private non-profit organization; or as a manager in a private non-profit organization;
- Exhibit strong leadership potential;
- Possess a strong commitment to continue serving the public interest upon completion of the program;
- Be willing to sign an agreement to continue serving in Massachusetts State Government in the same or higher position for a minimum of two years following graduation or to repay the salary received while attending the program if one defaults on the agreement.

Please note:

- Applicants who already have a graduate management degree are not eligible. Preference is given to applicants who do not have graduate degrees. Applicants who have a non-management graduate degree must specifically address what an MPA would offer them that their current graduate degree does not equip them with, in reaching their management career goals.
- Excluded from participation are contract employees and employees: appointed directly by the Governor; whose salary, by statutory requirement, is set by the Governor; in public institutions of Higher Education; in the Office of the Governor, Lieutenant Governor, Secretary of State, State Auditor, Attorney General and State Treasurer; in county government organizations; in the Legislative and Judicial branches; within Massachusetts public authorities or other quasi-public agencies.



APPLICATION DUE DATES

February 21, 2013	Commonwealth & Suffolk University Fellowship Information Session 1 PM – 2 PM, Ashburton Café Conference Room (Basement), One Ashburton Place, Boston
March 15, 2013	Suffolk applications due to be considered for a Merit Fellowship
May 24, 2013	Complete Suffolk and HRD applications due by 5:00 PM
Week of June 3, 2013	Suffolk notifies applicants of acceptance into MPA Program
Week of June 10, 2013	Suffolk Fellowship Selection Interviews: Candidates selected to participate in the interviews must interview in person

APPLICATIONS

To acquire a Suffolk University application packet and catalogue, call Leann Baldwin, the Suffolk University Public Management Department at 617-994-4273 or access the application online at www.suffolk.edu.

*It is the applicant's responsibility to ensure that all application deadlines are met. These deadlines will be strictly enforced. **Late applications will disqualify candidates.** These deadlines include applications to HRD, Suffolk University, and the submission of applications for internal approvals. Applicants are strongly advised to submit applications for secretariat/agency approvals well in advance of deadlines to ensure that application deadlines are met. Within two business days of receipt, HRD will notify applicants of receipt of application. If you submit an application to HRD and do not receive a receipt notification, you should call HRD at 617-878-9896. **Applications to HRD and Suffolk are due by 5:00 PM on Friday, May 24, 2013.***



APPLICATION AND SELECTION PROCESS FOR THE SUFFOLK FELLOWSHIP

SUFFOLK UNIVERSITY ADMISSION AND APPLICATION

- Suffolk University MPA catalogues and application packages can be obtained by calling Leann Baldwin, the Suffolk University Public Management Department at 617-994-4273 or access the application online at www.suffolk.edu.
- Completed applications for admission must be submitted directly to the Office of Graduate Admission by **May 24, 2013**. Please mark applications "Suffolk University/Commonwealth of Massachusetts Fellowship Applicant."
- Careful attention should be given to the instructions contained in the application booklet, since all required material must be received before applications are considered ready for review by the admissions committee.
- DO NOT answer "yes" to questions that ask if your employer will pay your tuition on the Suffolk application. Even if you do not receive the Commonwealth Fellowship, you may be eligible for a Merit Fellowship through Suffolk University. If you indicate your employer is going to pay for your tuition, your application will not be eligible for this fellowship.
- Please note if you do receive the Commonwealth Fellowship, any Merit Fellowship money you have been awarded will be void.

COMMONWEALTH'S APPLICATION

- Completed HRD application and recommendation forms (attached) must be completed and returned to HRD no later than 5:00 PM **Friday, May 24, 2013**. For candidates currently enrolled in the MPA program with eight or fewer courses completed by **May 24, 2012**, a Suffolk University transcript must be submitted.

SELECTION

- During the month of June 2013, a Selection Committee will conduct a screening process to select eligible applicants who meet both HRD and Suffolk eligibility criteria to appear for an oral interview conducted by the Selection Committee. Selected applicants must appear in person for the interview with the Selection Committee that will select the fellowship recipient.
- In selecting the fellowship recipient, the Selection Committee will place heavy emphasis on the candidate's past contributions and future potential to serve the public sector in a leadership role that significantly impacts the quality of programs and services.

Address questions about the Suffolk University/Commonwealth of Massachusetts Fellowship to [Deidre Travis Brown](#) (617) 878-9896.



COMMONWEALTH OF MASSACHUSETTS APPLICATION

**Return Application by May 24, 2013 to:
Suffolk Fellowship Manager, Human Resources Division,
One Ashburton Place, Room 301, Boston, MA 02108**

Name: _____
Title: _____ Employee ID #: _____
Agency: _____
Work Address: _____ ZIP: _____
Work Email Address: _____ Work Telephone: _____
Gender: ☐ Male ☐ Female Race: ☐ Asian/Pacific Islander ☐ Black ☐ Hispanic
☐ Native American ☐ White ☐ Other

Please check all and fill in the blanks that apply:

I meet the following eligibility requirements **at the time of application**:

- ☐ I am an Executive Branch Employee. Specify Mgmt Level _____ or Job Grade _____
- ☐ State Police employee classified as Sergeant or above. Specify Rank _____
- ☐ I am paid from the AA Subsidiary (check with payroll personnel)
- ☐ I occupy this position as a full time employee in an active and not in an "acting" capacity.
- ☐ I have at least 12 months full time service with the Commonwealth
- ☐ I have at least four years of professional work experience
- ☐ I have obtained a bachelor's degree.
- ☐ How many of these years have been in the employment of the Commonwealth? _____ years.

I have attached the following documents:

- ☐ Applicant Information and Checklist (this sheet)
- ☐ Current Resume
- ☐ Supervisor's Recommendation
- ☐ Acceptance Agreement
- ☐ Leave of Absence Agreement

Signature of Applicant: _____ Date: _____

Supervisor, Human Resources Director and Agency Head certify that the above information is correct:

Supervisor's Signature: _____	Print Name: _____	Date: _____
HR Director's Signature: _____	Print Name: _____	Date: _____
Agency Head's Signature: _____	Print Name: _____	Date: _____



COMMONWEALTH OF MASSACHUSETTS APPLICATION

SUPERVISOR'S RECOMMENDATION

Applicant's Name: _____

Title: _____

Agency: _____

Supervisor's Name: _____

Title and Address: _____

Please note that your recommendation is considered as part of the candidate's application, and the Selection Committee will take no action until this form is submitted.

We would appreciate your candid response to the following questions:

1. What are your organization's objectives in sponsoring the applicant for the Suffolk University/Commonwealth of Massachusetts Fellowship for Excellence in Public Administration? (Attach a separate sheet if necessary.)

2. Please comment on the candidate's work record, professional potential and personal qualities. (Attach a separate sheet if necessary.)

Return HRD Application by **5:00 PM, Friday, May 24, 2013** to:
Deidre Travis Brown, Suffolk Fellowship Program Manager, Human Resources Division,
One Ashburton Place, #301, Boston, MA 02108



COMMONWEALTH OF MASSACHUSETTS APPLICATION

ACCEPTANCE AGREEMENT

In accepting the Suffolk University Fellowship for the period from September 2013 - December 2014, I hereby agree that following graduation, I will continue to serve, on a full time basis, in Massachusetts State Government in the same or higher level for a minimum of two years or repay the salary received while attending the program.

If I do not serve for the full two years in the Commonwealth's service, I will repay the Commonwealth, on a proportional basis, the salary received while attending Suffolk, within 36 months of leaving the Commonwealth's service. Said repayment shall be in proportion to the amount of the required two years that I did not serve in the employment of the Commonwealth following graduation.

In accepting this Fellowship, I understand that I must personally assume full responsibility for the cost of books and any fees required by Suffolk University.

Name: _____ Employee ID Number: _____

Title: _____ Agency: _____

Signature: _____ Date: _____



COMMONWEALTH OF MASSACHUSETTS APPLICATION

LEAVE OF ABSENCE AGREEMENT (Includes Guidelines-Attached)

As a recipient of the Suffolk University/Commonwealth of Massachusetts Fellowship for Excellence in Public Administration for the period **September 2013 through December 2014**, I hereby certify that I have read, understand and agree to comply with the attached "Guidelines Governing Leaves of Absence" during my assignment of the MPA Program at Suffolk University. I will notify my agency payroll office on a weekly basis of my attendance and use of leave time for each payroll period. At the close of each semester, I will submit to the appointing authority a completed and signed calendar of attendance to be reviewed for consistency with personnel/payroll records.

Name: _____ Employee ID Number: _____

Title: _____ Agency: _____

Signature: _____ Date: _____



COMMONWEALTH OF MASSACHUSETTS APPLICATION

GUIDELINES GOVERNING LEAVES OF ABSENCE

Recipients of the Suffolk University/Commonwealth of Massachusetts Fellowship for Excellence in Public Administration receive full salary and benefits, including accrued sick leave and vacation credits while on half-time leave to attend the MPA Program at Suffolk University. Since any individual selected for the Fellowship Award continues to be a paid employee of the Commonwealth, it is essential that accurate attendance and authorized leave records be maintained for payroll purposes. The fellowship guidelines will therefore govern leaves of absence granted for participation in this program.

- Fellowship recipients are expected to attend all classes as scheduled.
- In instances where the Fellow is unable to attend classes, appropriate leave time will be charged. For example, if the manager is unable to attend class due to illness, the person will be charged sick leave for the day.
- Any employee participating in this program is expected to return to the agency full-time for work assignment during vacation periods between semesters or to use available vacation or personal leave credits for such periods.
- Any employee participating in this program will be expected to work their regular half-time schedule during vacation periods occurring within a semester as the other 18.75 hours will be largely devoted to academic-related projects or activities.
- In order to ensure accurate payroll/leave records, the Fellow must contact the agency personnel/payroll office on a weekly basis to confirm attendance and notify the agency of appropriate leave to be charged in cases of absence. The agency payroll office must record this information prior to issuing the individual's weekly paycheck.
- At the close of each semester, the Fellow participating in the program must submit to the appointing authority a completed and signed Attendance Calendar. The appointing authority is accountable for ensuring the information is consistent with agency personnel/payroll records, i.e., use of sick leave, vacation leave, paid personal leave.